



ASSISTANT SUPERINTENDENT HUMAN RESOURCES

Revision Date: 09/12/18

BRIEF DESCRIPTION OF POSITION

Under the supervision of the District Superintendent, plans and directs the program of human resources for certificated and classified employees, including recruitment, selection, employment, and evaluation of the staff of the district in keeping with legal requirements and Board Policy.

MAJOR DUTIES AND RESPONSIBILITIES

A. Selection

1. Administers the certificated and classified staff employment, promotion and assignment programs, including recruiting, screening and evaluating applicants, in keeping with legal requirements and Board Policy.
2. Develops, refines and interprets policies pertaining to the employment, transfer, reassignment, promotion and evaluation of certificated and classified personnel.
3. Projects yearly staffing needs to support the educational priorities of the district.

B. Processing and Record keeping

1. Prepares certificated employment contracts and classified employment status notices.
2. Provides employment data to the Payroll Office.
3. Develops and maintains a system of personnel records to provide a comprehensive record of all matters relating to employment status.
4. Maintains legal compliance.

C. Staff Development and Evaluation

1. Coordinates a yearly program of in-service training for the certificated and classified staff and coordinates with individual school program.
2. Coordinates the program for the evaluation of the certificated and classified staff and in-services all staff members about district procedures as aligned to Education Code and all applicable state and federal labor laws.
3. Provides continuing development and refinement of evaluation procedures for both certificated and classified personnel.
4. Provides yearly annual and other regularly scheduled orientation sessions for new employees.

D. Administrative

1. Interprets District personnel policies and legal requirements for Board and staff.
2. Administers the classified and certificated personnel collective bargaining agreements and applicable grievance processes.
3. Leads the district collective bargaining process for certificated and classified personnel.
4. Sets up and Coordinates negotiation sessions with employee bargaining units, prepares district proposals, and keeps detailed minutes of all negotiation sessions, district caucuses.
5. Provides staffing, wage and salary data required for budget preparation and negotiations, and prepares salary and health and welfare information.
6. Assists in the implementation of the collective bargaining agreements, Education Code and state and federal labor codes as related to the Board goals and objectives related to curriculum and instruction.
7. Files required reports with county, state and federal agencies as required.
8. Other duties as assigned.

REQUIREMENTS

WORK YEAR: 225 days

CREDENTIAL: Current valid secondary teaching credential; current valid administrative credential.

EDUCATION: Master's degree or equivalent.

EXPERIENCE: Five years of successful secondary teaching; three five years of full-time experience in administration, including site administration. Principal experience (preferred).
Bilingual (Strongly preferred).

SALARY: Management Salary Schedule